Embassy of the United States of America
Ambassador's Special Self-Help Program
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The Ambassador's Special Self-Help Program

Guidelines
The Ambassador's Special Self-Help (SSH) Program in Zimbabwe provides grants to assist small-scale community-driven development projects. The objective of the fund is to encourage self-reliance within local communities, and to demonstrate the U.S. government's interest in the welfare and social development of Zimbabwe. Funding priority will be given to projects that include a significant community contribution and/or involvement and lead to ongoing, self-sustaining activities.

Priority is given to projects focusing on:
- Income generation
- Education and vocational training
- Access to water and improved natural resource management
- Health, nutrition, and social services to assist vulnerable or at-risk populations (such as women, children, and persons living with HIV/AIDS)

Are you interested in applying? Here are a few things you should know:

- Individuals, businesses, and government entities do <u>not</u> qualify. Applicants must be non-governmental, non-profit or community-based organizations registered for at least one year.
- The organization must be entirely Zimbabwean and its members nationals of the host country.
- Self-Help funding cannot pay for school fees, sports equipment, pesticides, motor vehicles, pharmaceuticals, medical equipment, contraceptive products, used equipment, luxury goods, alcoholic beverages, or computers.
- Construction projects and repair of facilities are currently <u>not</u> allowed (except for PEPFAR).
- The grants typically range from $5,000 to $24,000.
- Grantees must complete their projects within <u>12 months</u> of signing the grant agreement.
- We accept applications year-round. However, we receive hundreds of applications and can only fund a select few each year.
- Applicants must provide a plan describing how they will accomplish the project. Successful applicants are required to <u>report on the progress of their work</u> (mid-year and final reports) and <u>submit receipts</u> for grant-funded purchases.
- Projects must benefit the greatest number of people possible, be well planned and operated and maintained by an all-local organization. They must also be <u>results-oriented</u>.
- Recipient organizations must demonstrate their commitment by either contributing to the project financially, or providing labor or supplies to carry out the project.
- We cannot fund the same project two years in a row. New organizations are encouraged to apply.

Funding Sources *
Select the fund below that best fits the focus of your proposed activity. <u>Please remember to enter the name of the funding source when filling out the grant application form.</u>

1. **Ambassador's Special Self-Help (SSH) Fund**
   The Ambassador's SSH Fund focuses on community-initiated projects that support education, access to healthy food, income-generating activities, and water/sanitation initiatives, as well as other activities that improve living conditions or increase income.

- *Examples of previous projects:* Grinding mills, carpentry, weaving, boreholes, irrigation, water storage, fencing, market gardens.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, school fees, operating costs, office equipment, construction, cultural programs, vehicles.

2. United States African Development Foundation (USADF) Fund
The USADF Fund only supports community-driven <u>income generating projects</u>.
- *Examples of previous projects:* sewing projects, nutritional gardens, grinding mills, artisan activities, baking equipment to help communities sell food to eco-lodges.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, school fees, operating costs, office equipment, construction, cultural programs, vehicles.

3. President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program
The PEPFAR Small Grants Program funds activities that enable community- and faith-based organizations, as well as organized groups of people living with HIV/AIDS (PLWHA), to implement small-scale projects that provide care and support for communities impacted by HIV/AIDS by providing access to clean water and nutritional food and promoting income generating activities.
- *Examples of previous projects:* Agricultural training, nutritional gardens, grinding mills, artisan activities, sewing project for PLWHA, distribution system for nutritional supplements, HIV/AIDS prevention information campaign.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, operating costs, office equipment, cultural programs, vehicles, direct cost of treatment.

4. Democracy and Human Rights Fund (DHRF)
The DHRF finances small, high impact activities that build democratic institutions, encourage political pluralism, and protect human rights. DHRF supports, among other areas, civic education, respect for human rights, legal and constitutional frameworks, civil and political rights awareness, and women and children's rights. Project should have a clear connection to promoting democracy and human rights.
- *Examples of previous projects:* Counseling for victims of violence, documentation of human rights issues, civic engagement, and transparency activities.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, operating costs, office equipment, construction, cultural programs, vehicles, research that does not promote civic and/or political rights, refugee assistance.

5. Bureau of Population, Refugees and Migration (PRM) Julia Taft Refugee Fund
The Taft Refugee Fund is intended to meet low-cost gaps in refugee protection and assistance, primarily to support projects that assist refugees or refugee returnees. <u>This fund has very limited funding opportunities.</u>
- *Examples of previous projects:* Youth sports program or water system in refugee camp, income generation for refugee returnees, vocational education program.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, operating costs, office equipment, construction, cultural programs, vehicles, emergency response, responding to natural or man-made disasters.

6. **Bureau of Democracy, Human Rights, and Labor Lesbian, Gay, Transsexual, and Transgender (LGBT) Small Grants**

The LGBT Small Grants Fund is intended to support local civil society organizations working to advance the human rights of LGBT persons in Zimbabwe and combat discrimination, violence, and unlawful imprisonment. Applications should include need-based ideas that address new opportunities, react to immediate situations, and highlight specific needs.

- *Examples of previous projects:* Training to provide paralegal and mediation services to LGBT community, supporting a media taskforce to facilitate informed reporting on LGBT issues, effective documentation of human rights violation for LGBT persons, engaging with religious/ traditional leaders in promoting tolerance and acceptance.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, operating costs, office equipment, construction, cultural programs, vehicles, stand-along conferences or onetime events, PRIDE parades/events, art and culture projects, activities on marriage equality.

* Amounts of the grants vary widely. The capacity of the group to manage the project, the type of project being proposed, and the number of people to benefit will be considered when determining if a project can be funded. Ideally, projects must generate income and/or employment, or be self-sustaining when completed.

Selection Process
Proposals that meet the evaluation criteria will be notified of next steps in the application process; non-eligible applicants will be notified that they are not being considered for funding. All projects eligible for funding are reviewed by the Self-Help Evaluation Committee, with final approval by the Ambassador.

Applications may be submitted any time during the year. Each grant has 12 months to be completed.

If the proposal is approved, the organization and the U.S. government sign a contract of agreement. Grantees are responsible for submitting receipts of purchased items (with each disbursement request), a mid-year progress report, and a final report to the Self-Help office.

How to Apply
All applicants must be registered not-for-profit groups, associations, non-governmental organizations, or community-based organizations. The groups must be well established, operating for at least one year, and have a history of accomplishments. The fund does not accept requests from individuals, private business enterprises, or government departments or entities. To apply, please:

1. Complete the application form below, including detailed budget (typed responses preferred; hand written acceptable)
2. Include a photo copy of the organization's registration certificate
3. Include a letter of approval for proposed project from the local development committee, tribal authority, or local town and/or district council
4. Attach original pro-forma invoices from the intended suppliers (we cannot accept photocopies)
5. Make a copy of the application for your records
6. Email application, budget, and supporting quotations to **SelfHelp_Harare@state.gov**
   a. Or, if you don't have email access, please mail your application to:
      U.S. Embassy, Attn: Self-Help Coordinator, P.O. Box 3340, Harare, Zimbabwe

Final Checklist before Submission

Please ensure the following documents are included with your application. Without these items, we cannot consider the proposal for funding.

_____ Copy of the organization's registration certificate. All applicants must be registered not-for-profit groups, associations, or community organizations and have been operating for at least one year.

_____ Letter indicating approval of the proposed project from the local development committee, tribal authority, or local town/ district council.

_____ Original pro-forma invoices (quotes) from vendors must be attached.

The Self-Help office receives many more applications each year than it can fund. Careful and complete preparation of the application will give your group or institution the best chance to qualify for funding.

Good luck and thank you for interest in the Self-Help Program!

Ambassador's Special Self-Help Program Application

Date:

APS No.:

Funding Source that best fits your project:

Name of Proposed Project:

Name of Organization:

Project Manager/ Contact Person(s):

Office Number:

Mobile Number:

Email:

Website:

Mailing Address:

Address/ Location (including province) of Proposed Activity:

1. **Proposal Summary (**Paragraph to introduce your proposed activity)
   a. How you will spend the money
   b. How many people will benefit
   c. Why it is important
   d. What it will change in your community

2. **Introduction to Organization**
   a. Mission statement/organizational goals
   b. How long have you existed
   c. How many members are in your group
       i. How many will be involved in this activity
   d. Current activities/focus of organizations
   e. Previous grants received for activities, if applicable
   f. Recent success stories, if applicable

3. **Problem Statement** (Concise statement of the problem to be addressed and what is being done)

a. Reason for the problem
   b. Purpose of the proposed activity in relation to problem
   c. How did your organization decide on this activity design
   d. Who are the beneficiaries, how did you select them, and how many will benefit
            i. How many are men versus women
   a. What, if anything, is currently being done about the problem

4. **Project Objectives/Goals** (Describe the desired end result/overall objectives of the activity)
   a. How does your proposal align with the SSH Program goals

5. **Program Methods and Design** (Explain how proposal will solve the stated problem)
   a. Specific activities/milestones that will be achieved that will result in obtaining your goals
   b. The required resources/staff needed to complete these milestone activities
   c. Does your activity require the use of land? If so, provide proof of ownership/ permission
   d. Sustainability plan/how you will continue the project after the 12-month grant period is completed
   e. How will you build on this grant activity to continue improving your community

6. **Project Evaluation Plan** (Explain how you will monitor the project progress and how you will measure success)

7. **Proposal Budget and 1-page narrative explaining costs**
   a. How much are you requesting
   b. What is the value of the community contribution (tools that can be used, labor, a building for meetings, etc.)
   c. What are the budget line items and how did you determine these costs
            i. Did you receive quotations from multiple suppliers? If so, did you proceed with the lowest quotation?
   d. How will the community contribute to the project (labor, equipment, money)
   e. Will the project create income- if so, who will control or manage the income
   f. How will you pay to maintain any equipment purchased through this grant

Sample Budget Template
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Sample Activities Timeline Template
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Sample Budget Template

(Please modify and expand based on proposed project)

Budget Line Item	Amount (based on quotes)	Total in USD
Equipment		
• XYZ		
Conferences		
• XYZ		
Travel		
• XYZ		
Training materials/ printing		
• XYZ		
Expendable supplies		
• XYZ		
TOTAL		

Sample Activities Timeline

(Generally there are limited activities in the first month, since this is when the first payment request is submitted and processed for transfer to the organization's bank account)

Phase	Month 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Mo. 11
Phase 1:											
Task											
Task		x	x	x							
Task				x							
Phase 2:											
Task				x							
Task					x						
Task						x					
Phase 3:											
Task							x				
Task							x	x			
Task									x	x	
Closeout reports											x